Job Title: Academic ASAP Student Advisor – Multiple Vacancies

Job ID: 18784

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The ASAP Program at CSI provides associate and pre-baccalaureate degree students with a range of academic, personal, and financial support to complete both their associate and baccalaureate degrees as quickly as possible. CSI's ASAP program provides comprehensive and personalized academic advising, career counseling, academic support services, MetroCards/Parking Decal, tuition gap waiver, and additional financial support for textbooks. ASAP also offers special class scheduling options, priority registration, and consolidated learning communities to ensure that ASAP students get the classes they need and are in classes with fellow ASAP students.

Reporting to the ASAP Associate Director, the Academic ASAP Student Advisor will perform the duties listed in the CUNY Title Overview, in addition to the following:

- Provide students with advising support to facilitate timely degree completion.
- Help students clarify their academic and professional goals.
- Provide guidance on the alignment of academic major and professional goals.
- Provide students with accurate and timely information, including academic requirements, as well as institutional policies and procedures.
- Monitor students’ degree progress continuously and support students’ academic planning by assisting them with student electronic tools, such as Degree Works, CUNYfirst, and CUNY Portal.
- Participate in student recruitment, enrollment, and engagement activities.
- Develop and conduct student workshops to promote student success and persistence.
- Prepare and provide program leadership with reports on student progress and enrollment status.
- Serve as a participating member of the college-wide academic advising council.

QUALIFICATIONS

Bachelor's degree (Master's preferred) in an appropriate discipline and four years related experience.

The preferred candidate will have:
- Experience advising comprehensive college (associate and baccalaureate) students.
- Ability to communicate program requirements, as well as academic policies and procedures effectively to students.
- Experience working in special programs and/or with a cohort model.
- Experience developing student- and learning-centered programs to support academic success and retention.
- Strong understanding of the needs and challenges facing students from diverse urban backgrounds.
- Demonstrated ability to work independently and as part of a team, within the department and with faculty and other administrators.
- Strong organization, project management, communication, and facilitation skills.
- Ability to maintain accurate and detailed records of student activities.
- Computer skills, particularly Microsoft Office Suite, and aptitude to learn new systems as needed. Experience using...
CUNYfirst (PeopleSoft) is a plus.
- Ability to work some evening hours.

CUNY TITLE OVERVIEW

Accelerated Study in Associate Programs (ASAP) helps students earn their college degree as quickly as possible, by removing the financial, academic, and personal obstacles that many students confront. Key ASAP program features include a consolidated block schedule, cohorts by major, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook vouchers, and MetroCards for all students. Further information is available at www.cuny.edu/ASAP.

The ASAP Advisor is a member of an integrated College team providing individual academic, career and related support to an assigned group of college students as they progress through the program.
- Delivers comprehensive advisement support services to an assigned group of students through degree completion
- Conducts workshops and group advisement on topics of relevance and interest
- Reviews student progress and tracks student use of academic support services
- Conducts regular outreach to faculty and other college staff as needed to support student success
- Maintains accurate tracking data and notes for each assigned student, recommending appropriate referrals and opportunity programs
- Supports annual recruitment of students
- Organizes periodic special events and programs for students, faculty and staff
- Performs related duties as assigned.

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

June 8, 2018

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.